



March 16, 2016

**TO: PROSPECTIVE CANDIDATES FOR MILWAUKIE CITY COUNCIL**

Thank you for your interest in running for the Milwaukie City Council in 2016. Council Positions 1 and 3 will be on the November 8, 2016, General Election ballot, and the winners of the election will each serve a 4-year term that will expire at the end of 2020. The City Elections Officer will accept nomination papers comprising a petition from 8:00 a.m. on July 29, 2016, through 5:00 p.m. on August 30, 2016. Council Position 1 is currently held by Scott Churchill, who was elected to Council at the November 2012 General Election. Council Position 3 is currently held by Wilda Parks, who was elected to Council at the November 2015 Special Election to complete the remainder of the term vacated by Mark Gamba that expires on December 31, 2016.

This guide is intended to provide an overview of the local election process. For detailed background on the process, refer to the City Charter and Municipal Code at <http://www.qcode.us/codes/milwaukie/>. In addition to understanding Milwaukie's regulations, candidates also need to be aware of State requirements, and should reference the current publications posted on the Secretary of State Elections Division website. Candidates should visit the State Elections website where all necessary publications and forms may be downloaded, visit <http://sos.oregon.gov/elections/Pages/laws-rules-publications.aspx>. In addition, the County Elections website is also a valuable resource for local candidates, visit <http://www.co.clackamas.or.us/elections/>.

As your City Elections Officer, I am here as a resource, so please do not hesitate to contact me at 503-786-7502 or email [duvalp@milwaukieoregon.gov](mailto:duvalp@milwaukieoregon.gov) with any questions. If you plan to file your papers or have questions about the process, please call or email me to ensure I am in the office and available. You may also contact the Secretary of State's Office at 503-986-1518 and Clackamas County Elections at 503-655-8510.

Sincerely,

A handwritten signature in black ink that reads "Pat DuVal".

Pat DuVal  
City Recorder

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## Important Dates

If you are interested in running for office, here are some critical dates for your calendar:

<b>May 8, 2016</b>	Any person running for City office must have been a City resident by this date.
<b>July 29, 2016</b>	First day to file nomination papers comprising a petition with the City Elections Officer.
<b>August 30, 2016</b>	Last day to file nomination papers comprising a petition with the City Elections Officer.
<b>September 2, 2016</b>	Last day to withdraw candidacy.
<b>September 8, 2016</b>	Final day for City Elections Officer to submit names of candidates for the November 8, 2016, General Election.
<b>September 12, 2016</b>	Last day to file candidate statements for City positions with the County Elections Office for the voters' pamphlet.
<b>October 19-25, 2016</b>	County Elections Office mails out Ballots.
<b>November 8, 2016</b>	Election Day.
<b>January 3, 2017</b>	Oath of Office administered at the first Council meeting of the year.

## Qualifications for Candidacy

- Must be a City of Milwaukie resident during the six (6) months immediately preceding the election.
- Must be a qualified elector in the State Oregon.

## About the City Council

- The City Council is composed of a mayor and four councilors.
- Each Council position is numbered one (1) through four (4).
- Each prospective candidate declares the position # for which he/she is running.
- A candidate may run for only one position.
- All Council members are elected at-large.
- Terms are four (4) years unless one is filling an unexpired term.
- No person shall serve more than two (2) full consecutive terms.
- Councilors must take an Oath of Office before commencing duties.
- Councilors must file an annual "Statement of Economic Interest" with the Oregon Government Ethics Commission (OGEC).

## How to File for Candidacy – Candidates Filing by Petition

Approved candidate filing forms are available from the City Recorder/Elections Officer, or you may download them directly from the State Elections Division website at <http://sos.oregon.gov/elections/Pages/electionforms.aspx> or the Clackamas County Elections website at <http://www.co.clackamas.or.us/elections/>.

**Step #1: Establish your Candidate Committee** by completing the following two forms with the Secretary of State, Elections Division:

1. **Form SEL220: Statement of Organization for Candidate Committee**  
<http://sos.oregon.gov/elections/Documents/SEL220.pdf>, and
2. **Form SEL223: Campaign Account Information**  
<http://sos.oregon.gov/elections/Documents/SEL223.pdf>

NOTE: SEL220 must be filed within three (3) business days of receiving a campaign contribution or making an expenditure; please refer to the *Campaign Finance Manual* (see link in Step #5), as filing these forms is not required under certain limited circumstances.

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**Step #2:** File the following two forms with the City Elections Officer (City Recorder):

1. **Form SEL101: Candidate Filing**  
<http://sos.oregon.gov/elections/Documents/SEL101.pdf>, and
2. **Form SEL121: Candidate Signature Sheet – Nonpartisan**  
<http://sos.oregon.gov/elections/Documents/SEL121.pdf>

According to City Charter, all nomination papers comprising a petition shall be assembled and filed with the City Elections Officer as one instrument not earlier than 100 nor later than 70 days before the election. For the November 8, 2016, General Election the filing window is 8:00 a.m. on July 29, 2016, through 5:00 p.m. on August 30, 2016.

The candidate must sign the first line on the signature sheet of the prospective petition. All signature sheets must be approved (see Step #3), in writing, before circulating. Failure to do so will result in the rejection of those signature sheets. Each prospective candidate must determine in advance which position he or she plans to run for.

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**Step #3:** The City's Elections Officer reviews the prospective petition for required information and provides written approval prior to the candidate's circulating the petition.

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**Step #4: The Candidate Circulates the Signature Sheets**

The candidate (or circulator) circulates the approved signature sheets (**SEL121**) for signatures following the guidelines in the Candidate Manual (see link in Step #5). The [Milwaukie City Charter](#) requires the candidate to acquire a minimum of 20 valid signatures. It is recommended that the circulator collect more than the required number of signatures and allow

enough time for signature verification to be conducted by the Clackamas County Elections Office. Petitions with insufficient signatures will be returned to the candidate to acquire more signatures provided the filing deadline has not passed.

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**Step #5 Follow Campaign Finance Reporting Requirements**

Visit <http://sos.oregon.gov/elections/Pages/manuals-tutorials.aspx> for the candidate "Quick Guide" on campaign finance reporting in Oregon and the 2016 *Campaign Finance Manual*. Be sure to review the contribution and expenditure reporting requirements and observe the filing deadlines. For detailed information regarding who must file and when, refer to the *Candidate Manual* or check with the local elections officer, Secretary of State at 503-986-1518, or Clackamas County Elections at 503-655-8510.

### **Withdrawal of Candidacy or Nomination**

To withdraw from candidacy or nomination, a candidate must file a SEL150 Candidate Filing Withdrawal form with the City Elections Officer no later than September 2, 2016, for the November 8, 2016, General Election. Form SEL150 may be downloaded from <http://sos.oregon.gov/elections/Documents/SEL150.pdf>

### **The County Voters' Pamphlet**

Each candidate is responsible for his/her own voters' pamphlet submission with Clackamas County which generally includes a current photograph, brief biography, and a statement on issues. Milwaukie City Council positions are considered paid positions, so Clackamas County charges a fee to the candidate. This fee is considered an expense so it must be included on the contribution and expenditure reports.

### **Political Signs and Printed Material**

#### **What kinds of signs are allowed?**

Political signs are permitted in all zones of the City of Milwaukie. No permits are necessary if the signs meet these criteria:

Temporary signs which are nonilluminated, have an overall face area not exceeding 16 square feet, are not permanently installed, and are intended to be located on property for short durations of time. Such signs may include, but are not limited to, real estate lease and sales, political signs, building permits, public hearing notices, construction signs, garage sale, open house, special event, holiday, and similar signs. Temporary signs shall be removed within a reasonable period of time. (Milwaukie Municipal Code Section 14.12.010(B))

#### **Where can political signs be displayed?**

Signs must be placed on private property with the owner's permission. They must not be placed on public property or in the public right-of-way (i.e., streets, sidewalks, utility poles, parks, school grounds, etc.). Generally, the public right-of-way is all the property

on the street-side of utility poles, sidewalks, and fence lines. All signs found posted in the public right-of-way or affixed to power, utility, or traffic control poles must be removed, or they will be confiscated.

Be aware, too, that the Oregon Department of Transportation (ODOT) has some stringent regulations. If you are considering posting political signs along Hwy. 224 or 99E (McLoughlin Boulevard), contact ODOT before doing so.

### **How long can the political signs be displayed?**

The City of Milwaukie requests the signs be removed within ten (10) days after the election.

### **Identification on Political Material**

The State does not enforce identification requirements. The Elections Division does, however, strongly recommend that identification be voluntarily included so the public knows who is authorizing the publication.

## **Miscellaneous**

All forms for City elections that are filed with and maintained by the City Elections Officer and are a matter of public record.

As the Elections Officer for the City of Milwaukie, the City Recorder is available as a resource during your candidacy. Please call City Recorder Pat DuVal at 503-786-7502 if you have any questions on the election process or contact her by e-mail at [duvalp@milwaukieoregon.gov](mailto:duvalp@milwaukieoregon.gov).

## **Internet Resources**

**Milwaukie Charter and Municipal Code:** <http://www.qcode.us/codes/milwaukie/>

**Clackamas County Elections Division:** <http://www.co.clackamas.or.us/elections/>

**State of Oregon Elections Division:** <http://www.oregonvotes.org/>